

ASAP Information

The Automated Standard Application for Payment (ASAP) system is an on-line payment system for Financial Assistance Agreements that is recipient initiated. You will be able to request federal funds that are due to you directly from the Federal Reserve Bank.

Should you choose to convert to the ASAP system these are the hardware requirements that must be met:

Memory	4MB RAM
Hard Drive Space	2 MB free
Floppy Drive	1.44 MB
Modem	Hayes or Hayes compatible asynchronous (Passport will not operate using modem pools nor can it be installed on a Local Area Network)
Transmission Speed	1200-56K bps
Data Line Type	Standard analog telephone line
Operating System	DOS 3.3 or higher, Windows 3.1 or higher, or OS/2
Software	Passport (Supplied by the Department of Treasury)

For users who wish to participate but do not have a computer, ASAP features a Voice Response System (VRS). In order to use the VRS the required equipment is simply a touch-tone telephone.

ASAP is designed for a one-time enrollment process. If you already participate with another agency and wish to participate with the BLM you will need to complete the attached form and fax or mail it to us at the number or address listed. If you will be a new participant please complete the attached form and fax or mail it to us at the listed number or address. The U.S. Department of Treasury will be sending you an enrollment handbook and enrollment forms. You are required to complete and return those forms to the Department of Treasury and they will provide you with the Passport software and a training CD-ROM disc. They will also establish your ASAP account. For security purposes each participant will be assigned an ASAP ID, Organization Access Code (OAC), User ID, and Password that will serve to segregate the users and their access to certain functions of the on-line system. In addition, the data is encrypted in order to ensure the privacy of the data as it is sent from the user to ASAP.

You will still be required to complete a Request for Advance or Reimbursement, Standard Form, SF-270 with backup documentation and send or fax it to the Assistance Officer. The Department of Treasury will notify the BLM when your account has been established with them. After both of these processes are complete we will set up your accounts to permit payments directly from the Federal Reserve Bank through ASAP.

We look forward to working closely with you during the implementation of this program. If you are interested in converting to ASAP your prompt response is appreciated. If you have further questions please contact the Christine Catheman, (208) 373-3907 or Melinda Ritacco, (208) 373-4018.

ASAP Participation Request

AGENCY INFORMATION (Return this information to the address or FAX number below)	
Bureau of Land Management Idaho State Office 1387 S. Vinnell Way Boise, ID 83709 FAX (208) 373-3915	
CONTACT PERSON NAME – CHRISTINE CATHERMAN OR MELINDA RITACCO	TELEPHONE NUMBER: (208) 373-3907 OR (208) 373-4018

PAYEE/COMPANY INFORMATION	
NAME & ADDRESS:	FEDERAL TAXPAYER NO. (SSN OR EIN):
CONTACT PERSON NAME:	TELEPHONE NUMBER:
EMAIL ADDRESS:	FAX NUMBER:

CURRENT BLM AGREEMENT NUMBERS:	

CURRENT ASAP PARTICIPANT: YES <input type="checkbox"/> NO <input type="checkbox"/>

IN ORDER FOR US TO PROCESS YOUR REQUEST EVERY PORTION OF THIS FORM MUST BE COMPLETELY FILLED IN.
